

A photograph of students in a classroom, with a young man in the foreground wearing glasses and a blue shirt, looking towards the right. The background shows other students seated at desks.

Skills Forward

Skills Builder Guide

Assigning a user to a course

Getting to the EDIT USER ACCOUNT PAGE

The screenshot displays the Skills Builder administration interface. The top navigation bar includes the Skills Forward logo, a welcome message for 'Your Name' as 'SITE ADMIN', and a user profile icon. The left sidebar contains the main navigation menu with categories: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The 'Administration' menu is expanded, showing sub-items: ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The 'USERS' sub-menu is further expanded, listing options: EDIT USER ACCOUNTS, FIND USER, ADD A NEW USER, DELETE OR ARCHIVE USERS, UPLOAD USERS, ENROL LEARNERS TO COURSE, UNENROL LEARNERS FROM..., LIST ADMINISTRATORS, LIST OF TUTORS, and LIST OF LEARNERS FOR T... The 'EDIT USER ACCOUNTS' option is highlighted with a red box and a red arrow labeled '3'. Red boxes and arrows labeled '1' and '2' indicate the path from 'Administration' to 'USERS' and then to 'EDIT USER ACCOUNTS' respectively. The background shows a dashboard with various course tiles like 'ESOL', 'ENGLISH GCSE', 'FS MATHS REFORM', and 'FS ICT (NON-REFORM)'. A section titled 'Off-The-Job Training (OTJ)' is visible at the bottom right, showing progress bars for 'Users on target' and 'Total Expected'.

Start by selecting **Administration** > **USERS** > **EDIT USER ACCOUNTS**

SELECTING THE USER

Home » Administration » Edit user accounts

39 Users + ADD NEW LEARNER

Filters

Groups: Select Groups Show Users: Active Users Filter Text:

↻ UPDATE

Results

	Name	Email address	Username	Learner Reference	Last access	Actions
	Josh Campell		Josh C		181 days	VIEW USER ▾
	Sarah Turner		Sarah T		Never	VIEW USER ▾
	Mandy Anne		Mandy A		810 days 19 hours	VIEW USER ▾
	Susie Foster	susie@yahoo.com	Susie F		Never	VIEW USER ▾
	Jack Gillhall	jack@yahoo.com	Jack G		Never	VIEW USER ▾
	Richard Jeffery	richard@demo.com	Richard J		143 days 21 hours	VIEW USER ▾
	Herd (learner), Sam	sam@skillsforward.co.uk	samlearner		26 days 18 hours	VIEW USER ▾
	Matthew Hughes		Matt H		Never	VIEW USER ▾

Find the user you would like to assign the course to and select **their name** or the **VIEW USER** button

Assigning Courses from the PROFILE PAGE

The screenshot displays the user profile page for Susie Turner. The page includes a navigation sidebar on the left with options like Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The main content area shows the user's name, a 'Never logged in' status, and a 'LOGIN AS' button. Below this is a table of user details with tabs for Basic Info, More Details, and Options. To the right are four action buttons: Edit profile, Groups, Activity, and ISP. At the bottom, there are three summary cards: 'No Courses' with an 'ADD COURSES' button, 'No Qualifications' with an 'ADD QUALIFICATION' button, and 'No Roles' with a dropdown arrow. A green box highlights the 'ADD COURSES' button, and a green line connects it to the text below.

Once on the Profile Page of the user, select **ADD COURSES**

Selecting the courses

The screenshot shows the Skills Forward administration interface. The top navigation bar includes the Skills Forward logo, a user profile for 'Susie Turner', and a 'Welcome, Atif Aziz SITE ADMIN' message. The left sidebar contains navigation options: Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main content area is titled 'Courses' and shows a list of courses to be assigned to the user 'Susie Turner'. The courses are grouped into 'Functional Skills Reform', 'Functional Skills', and 'GCSE'. The 'Functional Skills Reform' group includes 'FS English Assessment Reform', 'FS Maths Assessment Reform', 'FS English Resources', and 'FS Maths Resources'. The 'Functional Skills' group includes 'FS Assessments' (with sub-items 'FS English Assessment', 'FS ICT Assessment', and 'FS Maths Assessment') and 'FS English Resources' and 'FS Maths Resources'. A 'Courses to add' table on the right shows the selected courses with red 'X' marks. Below the table is a dropdown menu labeled 'Assign user as role' and a green 'Assign courses' button.

Select the courses you would like to assign by [selecting the checkboxes](#). You can see the courses you have added from the table **Courses to Add**

IF YOU'RE ASSIGNING FOR A COURSE TUTOR MAKE SURE TO CHANGE THE USER ROLE FROM LEARNER TO TUTOR

Once complete, **select Assign Courses**

END OF GUIDE